

Tennessee Housing Development Agency (THDA)
New Start Closed Loan Submission Checklist

- ☐ Initial Delivery
☐ Follow up Documents

- ☐ Loan Closed with Program Partner's Funds

Program Partner Name: _____

Program Partner Number: _____

Program Partner Address: _____

THDA Loan #: _____

Primary Borrower: _____

Contact Person: _____

Date Loan Closed: _____

Phone: (_____) _____

Date Mailed to THDA: _____

In each space, enter a "✓" or "X" (item enclosed), or "TF" (to follow), or "NA" (not applicable). Assemble package in order listed and attach with an ACCO fastener at the top middle. All items except those with an asterisk must be in package at initial delivery (which must be within 10 days of the date loan closed). All items must be complete, fully executed, dated and notarized, if required, all as indicated in each document and the Originating Agents' Guide.

_____ Original Request For Loan Purchase with Acknowledgement and Certification.

_____ Original Note, endorsed to THDA, and one copy. (Note faxed to THDA on _____.)

_____ Original recorded Deed of Trust, Riders and Affidavit of Affixation, if applicable, **OR**

_____ Certified copy of Deed of Trust, Riders and Affidavit of Affixation, if applicable, (fully executed but before recordation).

_____ Original recorded Assignment from Program Partner to THDA.

_____ Original Title Insurance Policy with THDA named as insured, **OR**

_____ Title Insurance Commitment

_____ Copy of executed Warranty Deed. (Copy of recorded Warranty Deed not required.)

_____ Copy of signed HUD-1, pages 1 and 2, with addendums.

_____ Copy of Hazard Insurance policy declarations page or Certificate of Insurance with THDA as named insured.

_____ Copy of Standard Flood Hazard Determination.

_____ Copy of Flood Insurance Application with THDA as named insured and copy of premium check (if applicable).

_____ Address Certification (if applicable).

_____ Name Affidavit (if applicable).

_____ Original clear final inspection (construction completion).

_____ THDA Commitment conditions satisfied.

_____ Other: _____